

**EXECUTIVE/COUNCIL APPROVAL FORM****MANAGEMENT ROUTING:**

EXECUTIVE John Lovick  
 EXEC. DIR. ~~Stephen~~ Stefan Clifton  
 DIRECTOR/ELECTED Clay White  
 DEPARTMENT Planning & Dev. Serv.  
 DIV. MGR. Clay White *CL*  
 DIVISION Administration  
 ORIGINATOR Carol Taber *CT*  
 DATE 02/18/2015 EXT. 3970

**TO: COUNCIL CHAIRPERSON:****SNOHOMISH COUNTY COUNCIL****EXECUTIVE RECOMMENDATION:**☒ Approve ☐ No Recommendation☐ Further Processing

Requested By: \_\_\_\_\_

*Stephen Clifton*  
 STEPHEN CLIFTON  
 Executive Office Signature

CEO Staff Review

Received at Council Office

2/24/2015

2/23/15

2/24/15

**DOCUMENT TYPE:**

☒ BUDGET ACTION:  
☒ Emergency Appropriation  
☐ Supplemental Appropriation  
☐ Budget Transfer  
☐ CONTRACT:  
☐ New  
☐ Amendment

☐ GRANT APPLICATION☐ ORDINANCE☐ Amendment to Ord. # \_\_\_\_\_☐ PLAN☐ OTHER**DOCUMENT / AGENDA TITLE:**

**ORDINANCE NO. 15-** MAKING A EMERGENCY APPROPRIATION IN THE COMMUNITY DEVELOPMENT FUND 193 OF THE 2015 BUDGET TO PROVIDE EXPENDITURE AUTHORITY FOR ADDITIONAL PROFESSIONAL SERVICES IN ORDER TO CONDUCT A COST ANALYSIS AND FUNDING STUDY FOR SETTING FEES FOR PERMITS, LAND USE APPROVALS, AND RELATED HEARINGS AND APPEALS PERFORMED BY THE OFFICE OF HEARINGS ADMINISTRATION

**APPROVAL AUTHORITY:**

EXECUTIVE \_\_\_\_\_

COUNCIL \_\_\_\_\_

☒

CITE BASIS

**RCW 36.40; County Charter Section 6.85**

HANDLING:

Normal \_\_\_\_\_

Expedite

☒

Urgent \_\_\_\_\_

Deadline Date \_\_\_\_\_

**PURPOSE:**

Emergency appropriation in Community Development Fund 193 to provide additional expenditure authority for professional services to conduct a cost analysis and funding study for setting permit, land use, inspection, and Hearing Examiner hearings and appeals fees relating to permit processing.

**BACKGROUND:**

- In Budget Condition, Section 9(A)(7) of the 2015 Council adopted budget, the Council requested that the Executive, Finance, Planning and Development Services (PDS) and the Hearing Examiner study the costs of permit processing by the Hearing Examiner and propose budget amendments by June 1, 2015, to ensure that permit revenues fully recover the costs of permit processing in the Office of Hearings Administration.
- The costs associated with these professional services were unanticipated and neither the need for nor the amount of the appropriation could have been finally determined prior to adoption of the 2015 budget.
- The additional expenditures will be entirely financed by the fund balance of Community Development Fund 193.

**FISCAL IMPLICATIONS:**

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
193-5055134101 Professional Services	\$66,000	\$0	\$0
TOTAL	\$66,000	\$0	\$0

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
193-3055130800 Fund Balance	\$66,000	\$0	\$0
TOTAL	\$66,000	\$0	\$0

DEPARTMENT FISCAL IMPACT NOTES: *PDS has sufficient fund balance to cover the professional services requested.*

BUDGET REVIEW: Analyst *[Signature]* Administrator *[Signature]* Recommend Approval *[Signature]*

**CONTRACT INFORMATION:**

Original \_\_\_\_\_ Contract # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Amendment \_\_\_\_\_ Contract # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**CONTRACT PERIOD:**

Original Start \_\_\_\_\_ End \_\_\_\_\_  
Amendment Start \_\_\_\_\_ End \_\_\_\_\_

**CONTRACT / PROJECT TITLE:**

CONTRACTOR NAME & ADDRESS (City/State only):

**APPROVED:**

Risk Management Yes \_\_\_\_\_ No *N/A*

Comments \_\_\_\_\_

Prosecuting Atty-As to Form: *MDR* Yes x No

**OTHER DEPARTMENTAL REVIEW / COMMENTS:**

None.

**ELECTRONIC ATTACHMENTS:**

*Council 20053742 - ECAF.docx*  
G:\ECAF\dept\05\_pds\ECAF Emergency Appropriation-FCS Group  
G:\ECAF\dept\05\_pds\ECAF Emergency Appropriation Ordinance-FCS Group  
*- Ordinance.docx*

**NON-ELECTRONIC ATTACHMENTS:**

Emergency Appropriation Ordinance-FCS Group – Approved as to Form by Prosecuting Attorney

1 Approved:  
2 Effective:

3  
4  
5  
6 SNOHOMISH COUNTY COUNCIL  
7 SNOHOMISH COUNTY, WASHINGTON

8  
9 ORDINANCE NO. 15- \_\_\_\_\_

10  
11 MAKING AN EMERGENCY APPROPRIATION IN THE COMMUNITY  
12 DEVELOPMENT FUND 193 OF THE 2015 BUDGET TO PROVIDE EXPENDITURE  
13 AUTHORITY FOR ADDITIONAL PROFESSIONAL SERVICES TO CONDUCT A  
14 COST ANALYSIS AND FUNDING STUDY FOR SETTING FEES FOR PERMITS,  
15 LAND USE APPROVALS, INSPECTIONS, AND RELATED HEARINGS AND  
16 APPEALS PERFORMED BY THE OFFICE OF HEARINGS ADMINISTRATION  
17

18 WHEREAS, in Section 9(A)(7) of the 2015 Snohomish County Council  
19 adopted budget, the County Council requested that the County Executive,  
20 Department of Finance, Department of Planning and Development Services (PDS)  
21 and the Hearing Examiner study the costs of permit processing by the Hearing  
22 Examiner and propose budget amendments by June 1, 2015, to ensure that permit  
23 revenues fully recover the costs of permit processing in the Office of Hearings  
24 Administration; and  
25

26 WHEREAS, PDS permit, land use approval and inspection fees were last  
27 adjusted in 2007, and they do not include all costs associated with permit processing  
28 in the Office of Hearings Administration; and  
29

30 WHEREAS, PDS permit, land use approval and inspection fees will need to be  
31 adjusted to consider additional costs; and  
32

33 WHEREAS, FCS Group Inc. (FCS) previously performed cost analyses related  
34 to setting fees for permits, land use approvals, inspections, and related hearings and  
35 appeals for the County in 2002, 2004, 2005, and 2007; and  
36

37 WHEREAS, FCS is an independent financial consulting firm that is qualified to  
38 provide services relevant to fee studies by virtue of its broad-based experience with  
39 similar jurisdictions and governmental studies; and  
40

41 WHEREAS, FCS has unique knowledge about and previous experience with  
42 the PDS fee structures; and  
43

44 WHEREAS, the pricing offered by FCS for such studies is fair, reasonable,  
45 and competitive as confirmed by the selection of FCS through recent RFP processes  
46 conducted by Kittitas County, Washington, and Lane County, Oregon; and  
47

1 WHEREAS, PDS could not have anticipated the need for additional  
2 professional services expenditure for this project in its 2015 budget; and  
3

4 WHEREAS, the additional expenditures will be entirely financed by the fund  
5 balance of Community Development Fund 193;  
6

7 NOW, THEREFORE, BE IT ORDAINED:  
8

9 Section 1. The County Council makes the following findings of fact: An  
10 emergency appropriation in Community Development Fund 193 for the 2015 budget  
11 year, in the amount of \$66,000, is necessary to provide additional expenditure  
12 authority for professional services to conduct a cost analysis for setting fees for  
13 permits, land uses approvals, inspections, and related hearings and appeals  
14 performed by the Office of Hearings Administration. The expenditures will be  
15 financed by Community Development Fund 193 fund balance.  
16  
17

18 Section 2. The appropriation unit and allocation details are as follows:  
19

20 EXPENDITURE

21	193	Community Development	
22			
23	5055134101	Professional Services	\$ 66,000
24			
25			
26	<b>Total Emergency Appropriation</b>		<b><u>\$ 66,000</u></b>
27			

28 REVENUE

29	193	Community Development	
30			
31	3055130800	Fund Balance	\$ <u>66,000</u>
32			
33			
34	<b>Total Revenue</b>		<b><u>\$ 66,000</u></b>
35			

36 Section 3. The County Council further finds that there is a need for an  
37 emergency appropriation because the costs associated with these professional  
38 services were unanticipated at the time of adoption of the 2015 budget, and have not  
39 been previously appropriated. Neither the need for nor the amount of the  
40 appropriation could have been anticipated or finally determined prior to adoption of  
41 the 2015 budget.  
42  
43

44 *[The remainder of this page is intentionally left blank.]*  
45

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2  
3 PASSED this \_\_\_\_ day of \_\_\_\_\_, 2015.  
4

5 SNOHOMISH COUNTY COUNCIL  
6 Snohomish County, Washington  
7  
8  
9

10 ATTEST:

\_\_\_\_\_  
Council Chair

11  
12 \_\_\_\_\_  
13 Debbie Eco  
14 Clerk of the Council  
15

16 ( ) APPROVED  
17 ( ) EMERGENCY  
18 ( ) VETOED

19 DATE: \_\_\_\_\_, 2015  
20  
21

22 \_\_\_\_\_  
23 Executive  
24

25 ATTEST:  
26  
27 \_\_\_\_\_  
28  
29

30 Approved as to form only:

31  2-20-15  
32 \_\_\_\_\_  
33 Deputy Prosecuting Attorney  
34